

**CITY OF LAKE STEVENS  
CIVIL SERVICE MEETING MINUTES**

Wednesday, September 29, 2010

City Hall Annex Conference Room, 1812 Main Street, Lake Stevens, WA

CALL TO ORDER: 6:00 p.m. by Tom Adams, Chairperson

COMMISSIONERS PRESENT: Tom Adams, Chairperson  
Hal Hupp  
Cheryl Plumb

COMMISSIONERS ABSENT: None

STAFF MEMBERS PRESENT: Chief Examiner, Steven Edin  
Police Chief, Randy Celori

OTHERS: Council Member Neal Dooley

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**Approval of Civil Service Commission Meeting Minutes Dated March 24, 2010**

**MOTION** by Commissioner Hupp, seconded by Commissioner Plumb to approve the Civil Service Commission meeting minutes dated March 24, 2010. **MOTION** passed unanimously.

**Approval of Civil Service Commission Meeting Minutes Dated August 18, 2010**

**MOTION** by Commissioner Plumb, seconded by Commissioner Adams to approve the Civil Service Commission meeting minutes dated August 18, 2010. **MOTION** passed unanimously.

**Approval of Police Records Clerk Eligibility List Dated September 29, 2010**

Chief Examiner Edin reported that the City began recruiting for the position of Police Records Clerk back in July 2010. Mr. Edin went on to report that the City received over 200 applicants. All applications were reviewed by the Police Department using a rating system developed by the Police Department and Human Resources. The Police Department was able to narrow the applicant list down to the top 30 candidates. The top 30 candidates were invited to participate in a computer test, which was held on August 27, 2010. The test consisted of a basic Microsoft Word and Excel exam. The City rented a computer lab at the Lake Stevens Cavelero Middle School. Of the 30 candidates, 13 passed and were invited to attend an oral board interview, which was held on September 13, 2010. 10 applicants attended the oral board, of which 6 passed.

Before the Commission voted on the eligibility list, Chief Examiner Edin pointed out that per the Rules and Regulations of the Lake Stevens Civil Service Commission (Section 9.05 (b)); the Commission could approve a list to be active up to 24 months. According to Mr. Edin, for some reason, the Commission has been approving lists to be active only 12 months. Mr. Edin reported that he read past meeting minutes to try and determine why this was happening, but his research turned up nothing. Mr. Edin pointed out that our Civil Services Rules also stipulate that if

another testing occurs within the next 24 months, that list would supersede the current active list (Section 9.05 (c)).

**MOTION** by Commissioner Hupp, seconded by Commissioner Adams to approve the Police Records Clerk Eligibility List dated September 29, 2010 for a period of 24 months. **MOTION** passed unanimously.

#### **Update on City Hiring Plan for 2010**

Chief Examiner Edin briefly updated the Commissioners that the City has started the 2011 budget process. Mr. Edin went on to report that during this process, the City will be determining if there will be any new positions and whether current vacant positions will be funded.

Chief Examiner Edin also reminded the Commission that the City will be conducting a Sergeant's assessment center on October 29, 2010. Mr. Edin went on to report that Mike Feldhausen of JMF & Associates has been hired to assist the City with this assessment center. The assessment center will be held at Calvary Church in Lake Stevens. Mr. Edin reported that the assessment center process will be very similar to past processes. It will more than likely include a critical incident exercise, in-box exercise and an employee counseling exercise.

#### **Statutory Cap on the Number of Civil Service Commissioners**

Commissioner Adams requested that Chief Examiner Edin research whether there is a statutory cap on the number of Civil Services Commissioners a City may have on their Civil Service Commission. Commissioner Adams stated that it might be something to consider with the City growing larger. Mr. Edin responded that he will research the question and have an answer by the next meeting.

#### **Future Civil Service Commission Meeting Dates**

Chief Examiner Edin mentioned that our next Civil Service Commission meeting will more than likely be in November 2010 to approve a new Sergeant's Eligibility list.

**MOTION** by Commissioner Hupp, seconded by Commissioner Plumb to adjourn the September 29, 2010 Lake Stevens Civil Service Commission meeting at 6:10 p.m. **MOTION** passed unanimously.

Respectfully Submitted:



Steven R. Edin  
Civil Service Secretary/Chief Examiner

Approved By:



Thomas Adams  
Chairperson